



**Forest Land Planning Document Coordinator**  
**Land Management Division**  
**Recruitment # 2006-06-6854**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts. The DNR manages over 5.6 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

**Job Classification:** Natural Resource Specialist 3

**Type of Position:** This is a project position expected to last 2 years.  
This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

**Monthly Salary Range:** \$3,318 – \$4,247

**Benefits Package:** Health and dental insurance, retirement pension, vacation, sick leave and holidays

**Posting Date:** June 22, 2006

**Closing Date:** Open Until Filled - First Screening July 25

**Location:** Olympia, Washington

**POSITION PROFILE**

Duties associated with this project include: Coordination with various region and division staff to refine environmental analyses, and development of other planning documents. The Draft and Final EIS work will include coordination of numerous reviews from staff, specialists, contractors, and will also include the writing and editing of specific sections of the environmental analysis. This position will also assist with the editing and document organization for other public reports and documents.

Working with the State Environmental Policy Act (SEPA) is another component of this position, which includes organizing and participating in numerous stakeholder meetings, and writing and editing documents to communicate with the public for the land management division.

As a contract manager this position will be responsible for developing, managing and maintaining an Environmental Analysis Services master contract and database for the section. The responsibilities will include developing work orders based on program managers needs, developing a rating criteria for each contract based on the work orders, assisting with the negotiations of each contract, drafting the final contracts and working with contractors in fulfill requests for data or other information. This position will also develop time lines for writing and editing major portions of the analysis work done by both the contractors and internal staff.

**REQUIRED POSITION QUALIFICATIONS**

- Working knowledge of forestry issues and terminology
- Experience working with SEPA, ability to understand and interpret data and to query data
- Excellent GIS, Excel, Access, and PowerPoint (presentation) skills
- Facilitation and communication skills.
- Working knowledge of Contract Management processes
- Ability to write and edit environmental papers for publication to multiple audiences, at a variety of levels of technical sophistication.

These competencies are typically achieved through a Bachelor's degree in environmental science, forestry, law, journalism or natural resource field **and** three years of professional experience in Forestry or environmental science including at least one year of contract management experience. One year of experience as a Natural Resource Specialist or above can be substituted for the above professional experience requirement.

### DESIRED POSITION QUALIFICATIONS

- An experienced technical specialist/scientist with significant experience as a technical editor managing written products for publication to multiple audiences, at a variety of levels of technical sophistication.
- Two years experience with web-page design, web content publishing, and web site management.
- Ability to accept responsibility for major program activities and develop long-range work plans,
- Ability to interpret and apply agency policy
- Ability to maintain effective working relationships with staff and external contractors.
- Excellent verbal communication skills and the ability to work as a team member.
- A strong knowledge of DNR policy documents (HCP, FEIS, PSF)

### SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Work is typically performed in an office setting.
- Some evening work and travel may be required.
- Must have a valid drivers license.
- Must be 18 years of age at time of hire.

### WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

### APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed state application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)
- **And answer the following questions**
  1. Please describe your technical background in your area of natural resources expertise, including your work experience and experience with technical writing and document organization in your field.
  2. Please describe your experience as a technical editor, the technical topic matters for which you have edited documents, and the types of technical or planning documents you have edited for publication.
  3. Please describe the types of contracts you have managed.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

---

[dnrrecruiting@wadnr.gov](mailto:dnrrecruiting@wadnr.gov)

Please indicate recruitment #2006-06-6854 in the subject line of your e-mail.

---

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

**For more information about this position, the qualifications or the Department please feel free to contact Joanne Wearley, hiring supervisor, at (360) 902-1385.**

**Join our job announcement mailing list  
and view all current job opportunities.  
Visit: [www.dnr.wa.gov/jobs](http://www.dnr.wa.gov/jobs)**

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.